

**CFRW BOARD OF DIRECTORS MEETING AND CONFERENCE**  
**SPECIAL RULES OF ORDER – ELECTRONIC MEETING**  
**December 5, 2020**

1. **VOTING BODY. ARTICLE VIII BOARD OF DIRECTORS** (*Reference CFRW Bylaws ARTICLE VIII Board of Directors*)
  - a. Section 1. The CFRW Board of Directors shall consist of all Statewide Elected and Appointed Officers, Regional Directors, Legislative Analysts, Standing Committee Chairmen, and all past CFRW Presidents in good standing.
  - b. Section 7. A Local Club President has the right to speak at a CFRW Board meeting. She may not vote or make motions.
2. **CREDENTIALS.**
  - a. Each voting member shall register for the electronic meeting and receive an invitation to participate in the electronic Board of Directors meeting.
  - b. Local Club Presidents and guests shall be required to register for the electronic meeting and receive an invitation to attend in the electronic Board of Directors meeting.
  - c. The 1<sup>st</sup> credentials report will be given by the Recording Secretary following the opening of the first business meeting to establish a quorum; supplemental reports will be given as ordered.
3. **DECORUM.**
  - a. Board members shall be logged in electronically before the session is called to order. The Board members name and her electronic participant name shall match her CFRW membership name.
  - b. Board members and guests shall keep their microphones on mute during the meeting. Only the Chair or timekeeper shall have the privilege to unmute and mute speakers.
  - c. A Board member or Club President wishing to communicate shall first type her name and title, followed by her comment or question in the electronic “Q & A” box. The chair, recognizing each Board member or Club President in their order, shall answer the question live. Should there be a follow-up question, the speaker shall “raise her hand” and the Chair shall ask the timekeeper to unmute the speaker.
  - d. Only accredited Board Members or Club Presidents shall have the privilege/authority to speak from the floor except where the privilege of the floor is conceded by the vote of the assembly.
4. **MOTIONS.**
  - a. Any and all motions shall be typed, signed, and delivered using the electronic “chat” box.
  - b. Only accredited Board Members may make motions and vote.
  - c. The use of “General Consent” or “Unanimous Consent” shall be used for routine matters.
  - d. Votes on motions shall be by using the electronic “chat” box.
  - e. The CFRW Recording Secretary types the “motion on the floor” in the electronic “chat” box; after discussion the Chair will repeat the motion and will call for the vote.
  - f. All Board members shall vote by typing “yes”, “no”, or “abstain” in the electronic “chat” box. As each vote comes in, the Parliamentarian will read the Board member’s name and their vote aloud while the Recording Secretary records each vote. When the voting period is concluded and the vote has been tabulated, the Recording Secretary will announce the result of the vote.
5. **DEBATE.**
  - a. No Board Member shall speak in debate more than once to the same question on the same day, or longer than two (2) minutes, without permission of the body granted by a two-thirds (2/3) vote without debate.
  - b. Debate on each substantive motion shall be limited to fifteen (15) minutes, without permission of the body granted by a two-thirds (2/3) vote without debate.
  - c. A Board member wishing to debate shall “raise her hand” and the Chair shall ask the timekeeper to unmute the speaker.
6. **QUORUM. ARTICLE VIII BOARD OF DIRECTORS Section 5.** One-third (1/3) of the CFRW Board of Directors, providing three (3) of them are elected officers, shall constitute a quorum.
  - a. The Chair shall request all Board members be unmuted and Roll call will be called by the Recording Secretary to establish a quorum.
7. **CELL PHONES/PAGERS/TABLETS.**
  - a. Cell phones, pagers and tablets shall be in silent mode during all business meetings, workshops and speakers’ presentations.

- b. The webinar shall not be recorded unless approved by the President.
8. **ALL PRINTED MATERIAL. ARTICLE V ETHICS Section 3.** All literature, petitions, materials or announcements of any description shall first be submitted to the President or the Executive Committee for approval before being circulated or distributed at any CFRW meeting.
9. **PARLIAMENTARY AUTHORITY.** *Robert's Rules of Order Newly Revised* shall be the parliamentary authority to govern the Board of Directors meetings in all cases to which they are applicable and in which they are not inconsistent with the NFRW and CFRW Bylaws and any Special Rules of Order adopted by the CFRW Board of Directors.
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**Reminder on how we are going to be handling the Q&A Box, CHAT Box, Raise Your Hand**

**Q & A BOX**

To be used exclusively for:

Questions

Comments

Note: Board member and Club President must type her name and title.

**CHAT BOX**

To be used exclusively for:

Motions (type name)

Objections

Votes (yes, no, abstain)

**RAISE YOUR HAND**

To be used exclusively for:

Follow-Up Question

Discussion/Debate on Motions

Note: Chair may or may not entertain a follow-up question.

Any other use of these electronic communication tools will be considered action that is "out of order".